

Executive Assistant 2018

<p>SKILLS</p>	<p>Ability to devise and improve office systems and procedures Strong digital and keyboard skills Strong interpersonal communication skills Excellent organisational skills Attention to detail Confident working with senior team Ability to work to deadlines and remain calm under pressure Editing skills useful IT skills useful - webwork, social media creation, graphics</p>
<p>KNOWLEDGE</p>	<p>Office management including cloud filing systems Use of office equipment Purchasing and finding deals Minute taking Financial understanding useful Quickbooks familiarity useful</p>
<p>QUALITIES</p>	<p>Punctual Desire to improve and learn Committed to high standards Flexible and non-hierarchical Compassionate about drugs Professional attitude to confidentiality Self starter Real team player Interest in politics, issues, the wider world</p>
<p>EXPERIENCE</p>	<p>Administration role in an office environment (min 2 yrs) Reporting to senior management team Developing and/or improving organisational systems Working within the charitable sector useful Work within a small business useful (to understand the hands-on nature of our team work) International experience useful</p>